



**CITY OF NEW BRAUNFELS, TEXAS
COMMUNITY DEVELOPMENT ADVISORY
COMMITTEE MEETING
CITY HALL
550 LANDA STREET**



WEDNESDAY, JUNE 5, 2024 at 6:00 PM

AGENDA

1. **CALL TO ORDER**
2. **WELCOME**
3. **APPROVAL OF MINUTES**
 - A) Approval of the May 1, 2024, Minutes for the Community [24-735](#) Development Advisory Committee.
4. **CDBG PROGRAM**
 - A) Discussion of CDBG Program Year 2023 Project [24-736](#) Progress Report.
 - B) Discussion of CDBG Program Year 2024 Annual Action [24-737](#) Plan.
5. **NEXT MEETING**

The next meeting will be held on December 4, 2024.

6. **ADJOURNMENT**

CERTIFICATION

I hereby certify the above Notice of Meeting was posted on the bulletin board at the New Braunfels City Hall.

Board Liaison

NOTE: Persons with disabilities who plan to attend this meeting and who may need auxiliary aids or services such as interpreters for persons who are deaf or hearing impaired, readers, or large print, are requested to contact the City Secretary's Office at (830) 221-4010 at least two (2) work days prior to the meeting so that appropriate arrangements can be made.

6/5/2024

Agenda Item No. A)

PRESENTER:

Jennifer Gates, Grants Coordinator, and/or Paula Harper, CDBG Consultant

SUBJECT:

Approval of the May 1, 2024, Minutes for the Community Development Advisory Committee.

DEPARTMENT: Finance**COUNCIL DISTRICTS IMPACTED:** Citywide**BACKGROUND INFORMATION:**

Committee review and approval of the May 1, 2024, Minutes for the Community Development Advisory Committee (CDAC).

ISSUE:

Not applicable.

STRATEGIC PLAN REFERENCE: Economic Mobility Enhanced Connectivity Community Identity
 Organizational Excellence Community Well-Being N/A

Considering statutory and market-based factors, continue to diversify revenue streams to support long-term fiscal sustainability of the organization.

FISCAL IMPACT:

Not applicable.

RECOMMENDATION:

Staff recommends approval of the May 1, 2024, Minutes for the Community Development Advisory Committee.

**MINUTES
COMMUNITY DEVELOPMENT ADVISORY COMMITTEE
May 1, 2024**

Members of the City of New Braunfels' Community Development Advisory Committee met on May 1, 2024, in the Tejas Rooms at New Braunfels City Hall. A quorum of the Community Development Advisory Committee was present.

Present: Robert Blythin, Tiffany Harris, Lianna McNeil, Chris Sanger, Nora Smith, and Jackie Whelpley

Absent: Jude Ariresike

Staff Present: Jennifer Gates, Grants Coordinator; Paula Harper, CDBG Consultant

Citizens Present: None

Agencies Present: San Antonio Food Bank, Crisis Center of Comal County, CASA of Central Texas, Big Brothers Big Sisters, Family Life Center, and NB Housing Partners

1. **WELCOME:** Robert Blythin, CDAC Chair, called the meeting to order at 6:02 PM.

2. **MINUTES:** Consider approval of April 3, 2024, minutes.

MOTION: Nora Smith moved to approve the April 3, 2024, minutes. Chris Sanger seconded the motion.

VOTE: Minutes from April 3, 2024, meeting were unanimously approved.

3. **CDBG:**

- A. Paula Harper presented a review of the PY23 grantees providing information on expenditures, beneficiary numbers, and any issues encountered.
- B. The CDAC members discussed the CDBG applications and came to a consensus on the amount of funding that will be recommended for each applicant to the City Council on June 24, 2024. Recommendations were developed using the PY23 CDBG grant amount since the PY24 grant amount had not been announced by HUD.
- C. HUD-eligible administration allocation of 20% of total grant amount was not subject to ranking by committee. CDAC's recommendations are as follows:

PUBLIC SERVICES: \$68,832 (15% Cap) Based on PY23 Grant Amount		
Big Brothers Big Sisters of South Texas, Inc.	\$13,000	Mentoring Programs for Children
CASA of Central Texas, Inc.	\$9,855	Advocacy for Abused and/or Neglected Children
Crisis Center of Comal County	\$10,000	Emergency Shelter – Staff Costs
Family Life Center	\$13,000	Emergency Rent and Utility Assistance
National Church Residences	\$10,000	Salary Support & Pantry Set-up & Supplies
San Antonio Food Bank	\$10,977	Emergency Food Assistance
The Salvation Army New Braunfels Corps	\$2,000	Case Management - Transitional Housing Program

HOUSING and PUBLIC FACILITIES (Grant Funding Balance): \$298,272 – Based on PY23 Grant Amount		
Comal County Habitat for Humanity	\$20,000.00	Weatherization and Aging in Place Minor Home Repairs
Crisis Center of Comal County	\$65,000.00	Pet Kennels & Dog Runs
NB Housing Partners	\$73,756.00	Pet Kennels, Fencing, Roof & Gutter Repairs
NB Youth Collaborative	\$59,897.50	HVAC; Electrical; Plumbing; Concrete for Mill Street
The Salvation Army New Braunfels Corps	\$79,618.50	Purchase and Installation of HVAC

MOTION: At conclusion of the discussion for Public Services, CDAC members voted on the recommended funding amount for National Church Residences; Lianna McNeil recused herself from voting due identified conflict of interest as an employee of the agency.

Tiffany Harris moved to approve the funding recommendation for National Church Residences as developed by CDAC. Motion was seconded by Nora Smith.

VOTE: The motion was unanimously approved.

MOTION: After conclusion of the vote for National Church Residences, all CDAC members voted on the remaining funding recommendations for Public Services as developed by CDAC.

Tiffany Harris moved to approve all funding recommendations as developed by CDAC. Motion was seconded by Robert Blythin.

VOTE: The motion was unanimously approved.

MOTION: At conclusion of the discussion for Public Facilities and Housing, Tiffany Harris moved to approve all funding recommendations as developed by CDAC. Motion was seconded by Robert Blythin.

VOTE: The motion was approved by five CDAC members; one member voted against the funding recommendations due to the committee's inclusion of funding for The Salvation Army. Motion for funding recommendations passed.

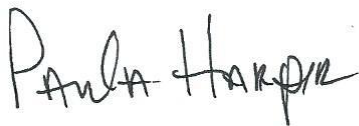
4. OTHER BUSINESS

A. There was no other business that was discussed.

5. NEXT MEETING: The next meeting will be on June 5, 2024, beginning at 6:00 PM.

6. ADJOURNMENT: Being no further business, the meeting adjourned 7:30 PM.

Respectfully submitted,



Paula Harper

CDAC ATTENDANCE CHART

Member	Dec. 6th	Jan. 10th	Feb. 7th	Mar. 6th	April 3rd	May 1st	June 5th	Absent
Jude Ariresike	X	X	X	X	X	A		1
Robert Blythin	X	X	X	X	X	X		0
Tiffany Harris	X	X	X	X	X	X		0
Lianna McNeil	A	X	X	X	X	X		1
Chris Sanger	X	X	X	X	X	X		0
Nora Smith	X	X	A	X	X	X		1
Jackie Whelpley	X	X	X	X	X	X		0
Vacant								
Vacant								

*Since the February 1st meeting had to be rescheduled to February 8th, no absences were counted.

From the By-Laws:

ARTICLE IV – TERMS

- A.** A committee member shall be assumed to have resigned his/her position, thereby forfeiting his/her unexpired term of office if, during the calendar year, he/she is absent three (3) consecutive times or a total of four (4) times in a calendar year, provided at least five (5) day notice of the meeting has been given.



Community Development Advisory Committee Agenda Item Report

550 Landa Street
New Braunfels, TX

6/5/2024

Agenda Item No. A)

PRESENTER:

Jennifer Gates, Grants Coordinator, and/or Paula Harper, CDBG Consultant

SUBJECT:

Discussion of CDBG Program Year 2023 Project Progress Report.

DEPARTMENT: Finance

COUNCIL DISTRICTS IMPACTED: Citywide

BACKGROUND INFORMATION:

CDBG Staff to provide updates to committee regarding progress of awarded activities for CDBG Program Year 2023.

ISSUE:

Not applicable.

STRATEGIC PLAN REFERENCE:

Economic Mobility Enhanced Connectivity Community Identity
 Organizational Excellence Community Well-Being N/A

Considering statutory and market-based factors, continue to diversify revenue streams to support long-term fiscal sustainability of the organization.

FISCAL IMPACT:

Not applicable.

RECOMMENDATION:

No action is required by the committee as this discussion is for informational purposes only.

CDBG PROJECT SUMMARY REPORT		Program Year Months	Months Past *	Remaining Months	% PY Remaining	*October through April		
PY-23 CDBG SUBRECIPIENTS		12	7	5	41.67%	Reports Due by 10th of each month		
PUBLIC SERVICES								
Agency	Activity	# Served Contract	# Served to Date	Grant	Expended	Balance	% Expended	Information/Comments
Big Brothers-Big Sisters	Salary	50	22	\$10,000.00	\$10,000.00	\$0.00	100.00%	Project Completed
CASA	Salaries	95	73	\$12,332.00	\$7,149.89	\$5,182.11	57.98%	Agency divides the grant into 12 payments
Crisis Center	Client Assistance	500	100	\$10,000.00	\$10,000.00	\$0.00	100.00%	Project Completed
Family Life Center	Rent & Utility Assistance	20	36	\$7,500.00	\$6,573.20	\$926.80	87.64%	No Issues
NB Housing	Outreach Program Supplies	50	60	\$6,000.00	\$4,599.75	\$1,400.25	76.66%	Agency spreads out requests over the 12 month program year
River City Advocacy	Counseling	95	102	\$8,000.00	\$7,998.00	\$2.00	99.98%	Project Completed
Salvation Army	Case Manager	8	5	\$6,000.00	\$2,159.55	\$3,840.45	35.99%	Concern: Expenditure rate is slow
SA Food Bank/ NB Food Bank	Food	234	388	\$9,000.00	\$9,000.00	\$0.00	100.00%	Project Completed

HOUSING								
Agency	Activity	# Served Contract	# Served to Date	Grant	Expended	Balance		Information
Habitat	Weatherization - ADA	2		\$21,710.00		\$21,710.00	0.00%	2 projects approved and underway; Projected Project Costs - \$9,931.33 & \$6,898.36
City of New Braunfels	Minor Home Repairs	10		\$109,900.00	\$5,400.00	\$104,500.00	4.91%	1 project will be underway by the end of June; 7 projects have been reviewed; Program Delivery Costs
PUBLIC FACILITIES								
Agency	Activity	# Served Contract	# Served to Date	Grant	Expended	Balance		Information
CASA	Updated HVAC, Lighting & Painting	95		\$51,562.00	\$47,549.00	\$4,013.00	92.22%	There will be additoinal activities and reimbursement requests
Connections	Building Futures Project - New Construction	156		\$100,000.00	\$75,000.00	\$25,000.00	75.00%	Expended 75% of grant
Crisis Center	Site Work - New Shelter	500		\$125,000.00		\$125,000.00	0.00%	HUD has released the funds for this project and there should be some reimbursment requests soon

6/5/2024

Agenda Item No. B)

PRESENTER:

Jennifer Gates, Grants Coordinator, and/or Paula Harper, CDBG Consultant

SUBJECT:

Discussion of CDBG Program Year 2024 Annual Action Plan.

DEPARTMENT: Finance

COUNCIL DISTRICTS IMPACTED: Citywide

BACKGROUND INFORMATION:

CDBG Staff and Community Development Advisory Committee (CDAC) will review and discuss the upcoming submission of the City’s Annual Action Plan for CDBG Program Year 2024 (PY24) to the U.S. Department of Housing & Urban Development (HUD).

The Annual Action Plan outlines the projects and programs the City will support with CDBG funds during PY24 which is from October 1, 2024, to September 30, 2025, to further the goals of the 2020 - 2024 Consolidated Plan. Funding of the projects and programs comes from the City's annual entitlement allocation of Community Development Block Grant funds from HUD and additional unallocated CDBG funds. The City’s allocation for PY24 is \$495,919, with a recommended increase of \$126,827.15, for a total of \$622,746.15 to be used for eligible activities listed below.

During development of the PY24 Annual Action Plan, the City will hold public hearings to solicit input from residents regarding needs and priorities for housing and community development. Location and time of meetings are as follows:

June 11, 2024, at 9:00 AM	June 24, 2024, at 6:00 PM
New Braunfels Public Library - Westside Branch	New Braunfels City Hall - Council Chambers
2910 S. IH-35 Frontage Road	550 Landa Street
New Braunfels, TX 78130	New Braunfels, TX 78130

Additionally, the City’s drafted PY24 Annual Action Plan for the CDBG program will be available for a 30-day public review period beginning June 3, 2024, and ending on July 2, 2024. The proposed Annual Action Plan will be available on the City’s website at <https://www.newbraunfels.gov/90/CDBG-Program>, and at the following locations in New Braunfels, Texas: New Braunfels City Hall (550 Landa Street), New Braunfels Public Library (700 E. Common Street), and the New Braunfels Public Library - Westside Branch (2910 S. IH-35 Frontage Road).

In general, CDBG funds are allocated for Administration, Public Services, and Housing and Public Facilities

programs and projects. All funds allocated in the drafted PY24 Annual Action Plan directly benefit the low- and moderate-income residents of New Braunfels and will implement the multiple strategies identified in the 2020-2024 Consolidated Plan. The

PROPOSED PY24 FUNDING ACTIVITIES

ADMINISTRATION (20% Cap): \$99,183.80 for oversight and management of CDBG Program

PUBLIC SERVICES: \$74,387.85 (15% Cap)

- Big Brothers Big Sisters: \$13,000 for mentoring services for children and youth
- CASA of Central Texas, Inc: \$9,855 for court advocacy for abused and neglected children
- Comal County Family Violence Shelter Inc. d/b/a Crisis Center of Comal County: \$10,000 for supportive services for emergency shelter beneficiaries
- Family Life Center: \$15,000 for emergency rent and utility assistance
- National Church Residences Foundation: \$10,000 for staff salary support, and costs for basic and emergency needs pantry project
- San Antonio Food Bank: \$14,532.85 for emergency food assistance
- The Salvation Army New Braunfels Corps: \$2,000 for staff salary support for case management of transitional housing program

HOUSING & PUBLIC FACILITIES: \$322,347.35 + \$126,827.15 (unallocated CDBG funds) = \$449,174.50

- City of New Braunfels: \$90,800 for Minor Home Repair Program
- Comal County Habitat for Humanity: \$20,000 for Home Repair Program
- Comal County Family Violence Shelter Inc. d/b/a Crisis Center of Comal County: \$125,000 for installation of pet kennels and dog runs at emergency shelter.
- NB Housing Partners: \$73,756 for installation of pet kennels, and roof and gutter repairs at homeless shelter
- New Braunfels Youth Collaborative: \$60,000 for remodeling activities such as HVAC, electrical, and plumbing repairs at youth center
- The Salvation Army New Braunfels Corps: \$79,618.50 for purchase and installation of HVAC equipment

ISSUE:

Not applicable.

STRATEGIC PLAN REFERENCE:

- Economic Mobility Enhanced Connectivity Community Identity
 Organizational Excellence Community Well-Being N/A

Considering statutory and market-based factors, continue to diversify revenue streams to support long-term fiscal sustainability of the organization.

FISCAL IMPACT:

Not applicable.

RECOMMENDATION:

After discussion, CDBG Staff recommends approval by the committee members of the funding recommendations for CDBG Program Year 2024.